

1003 - 2618
By 5 of 13
22 July 1958

MEMORANDUM FOR: Director of Administration, DPS/DCI

SUBJECT : Processing Documents Pertaining to the
Administration of the Planning Staff,
Allotment 1002.

1. As a result of the transfer of Administration of subject activity to the Development Planning Staff, DCI, it is desired that procedures be established to generally correspond to present DPS/DCI procedures in administering this activity.

2. It is imperative that financial documents pertaining to this activity flow in such a manner as to allow for orderly and accurate recording in the Budget and Finance records and that other documents flow through the appropriate offices for expeditious handling. In this respect, initial channel of process for certain documents will be as follows:

A. Comptroller, DPS/DCI

1. Travel Claims (Completed Forms No. 22).
2. Reimbursement For Services Other Than Personal.
(Claims for Reimbursement for official telephone calls, etc., Form No. 26.).
3. Claims for Consultant Fees.
4. Requisitions, Request for contract amendments, etc.

B. Transportation Officer, DPS/DCI

1. Requests for Travel Orders and Reservations.
2. Requests for Travel Advances.

C. Personnel Officer, DPS/DCI

1. Request for Personnel Actions and/or Contracts.

2. After approval, audit, certification, and recording, original payment vouchers with appropriate documentation will be forwarded by the Comptroller, DPS/DCI to the Finance Division or Fiscal Division as appropriate, for disbursement and retention in their files.

Distribution: 25X1A

0 & 1 - Addressee

2 - [REDACTED] Planning Staff
3 - [REDACTED] Planning Staff
4 - [REDACTED] Planning STAFF
5 - [REDACTED] SAPD/DCI CHRONO RICHARD M. BISSELL, JR. 151
Special Assistant to the Director
6 - Chief, Finance Division Planning and Development Staff
7 - Chief, Fiscal Division Planning and Development Staff
8 - Comptroller, DPS/DCI
9 - Personnel Officer, DPS/DCI
10 - Transportation Officer, DPS/DCI 12 - [REDACTED] Finance) TD:ens
11 - Contracting Officer, DPS/DCI 13 - Chrono.